

## SUBCHAPTER A—GENERAL RULES

### PART 1200—OFFICIAL SEALS

#### Subpart A—General

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#### Subpart A—General

##### § 1200.1 Definitions.

The following definitions apply to this part:

*Embossing seal* means a display of the form and content of the official seal

made on a die so that the seal can be embossed on paper or other medium.

*NARA* means all organizational units of the National Archives and Records Administration.

*Official seal* means the original(s) of the seal showing the exact form and content.

*Replica or reproduction* means a copy of the official seal displaying the form and content.

#### Subpart B—How are NARA's Official Seals Designed and Used?

##### § 1200.2 How is each NARA seal designed?

NARA's three official seals are illustrated in Figures 1, 2, and 30.

A description of each seal is as follows:

(a) *The National Archives and Records Administration seal*. The design is illustrated below in Figure 1 and described as follows:

(1) The seal is centered on a disc with a double-line border.

(2) The words "NATIONAL ARCHIVES AND RECORDS ADMINISTRATION" encircle the inside of the seal and the date 1985 is at the bottom center.

(3) A solid line rendition of a heraldic eagle displayed holding in its left talon 13 arrows, in its right talon a branch of olive, bearing on its breast a representation of the shield of the United States.

(4) Displayed above the eagle's head is a partially unrolled scroll inscribed with the words "LITTERA SCRIPTA MANET" one above the other.



Figure 1 – The National Archives and Records Administration Seal

(b) *National Archives seal.* The design is illustrated below and described as in paragraph (a) of this section. However, the words “THE NATIONAL AR-

CHIVES OF THE UNITED STATES” encircle the inside of the seal and the date 1934 is at the bottom center.



Figure 2 – The National Archives Seal

(c) *National Archives Trust Fund Board seal.* The design is illustrated below and described as in paragraph (a) of this section. However, the words "NA-

TIONAL ARCHIVES TRUST FUND BOARD" encircle the inside of the seal and the date 1941 is at the bottom center.



Figure 3 – National Archives Trust Fund Board Seal

**§ 1200.4 How does NARA use its official seals?**

NARA uses its three official seals to authenticate various copies of documents and for informational purposes as follows:

(a) The National Archives and Records Administration seal, dated 1985, is used:

(1) For official business, *e.g.*, stationery;

(2) To authenticate copies of Federal records in NARA's temporary custody and copies of NARA operational records; and

(3) For informational purposes with NARA's prior approval (includes use by NARA employees, the public, and other Federal agencies).

(b) The National Archives seal, dated 1934, is used to authenticate copies of documents in NARA's permanent legal custody.

(c) The National Archives Trust Fund Board seal, dated 1941, is used for Trust Fund documents and publications.

**§ 1200.6 Who is authorized to apply the official seals on documents or other materials?**

The Archivist of the United States (and the Archivist's designee) is the only individual authorized to apply NARA official seals, embossing seals, and replicas and reproductions of seals to appropriate documents, authentications, and other material. NARA accepts requests to use the official seals and approves or denies them based on the criteria identified in § 1200.10.

**Subpart C—Procedures for the Public To Request and Use NARA Seals****§ 1200.8 How do I request to use the official seals?**

You may only use the official seals if NARA approves your written request. Follow the procedures in this section to request authorization.

(a) Prepare a written request explaining, in detail:

(1) The name of the individual/organization requesting use and how it is associated with NARA;

(2) Which of the three official seals you want to use and how or on what it